

Exam Review

BBT 9

LHHS

Exercise 1

1. Go to Sd18 on Nbssfile1 (S), 2640-Leo Hayes High, 2640_Stu, +Shared Data Files, BBT 9.
2. Open the folder Exam Review, then the document *Decay*.
3. Save the document as **Review 1** in your own folder on the server.
4. Arrange the paragraphs in the correct numerical order, using Cut and Paste.
5. Type your name and today's date where indicated at the bottom of the document.
6. Spell check and proof read the document. Remember, the spell checker does not pick up all of the errors.
7. Print preview and save.

Exercise 2

1. Go to Sd18 on Nbssfile1 (S), 2640-Leo Hayes High, 2640_Stu, +Shared Data Files, BBT 9.
2. Open the folder Exam Review, then the document *Attitude*.
3. Save the document as **Review 2** in your own folder.
4. Spell check and proof read.
5. Change the font for the entire document to Arial, 11pt.
6. Change the font of the title to Verdana, size 18,
7. Bold and center the title.
8. Leave two blank lines after the title.
9. Divide the story into logical paragraphs with a blank line between each paragraph. HINT: New paragraphs begin with an *.
10. Delete the * at the beginning of each paragraph.
11. Indent the first line of each paragraph.
12. Change all the margins to 0.5".
13. Format the body of the document into two columns. The document should fit one page.
14. Justify the columns to Full (Justify).
15. Italicize the sentence that begins with: *It's your choice how you live your life*. (Use the find feature)
16. Italicize and bold the last sentence of the story.
17. At the end of the second column, leave a blank line and type, ~Author Unknown~ in a different font style, size 8, right justified.
18. Leave a blank line and on the following line type your name. (Same font style, size and right justified)
19. Print preview and save.

Exercise 3

1. Create a one page advertisement to sell a 2000 SUV (Sports Utility Vehicle) from one of the major manufacturers.
2. Save the document as ***Review 3*** in your own folder.
3. Change the paper orientation to Landscape.
4. The poster must include the following information bulleted in a text box bordered with a dashed line:
 - \$ \$ 12 500 asking price
 - \$ 150 000 kms
 - \$ 4WD, AC, AM/FM/CD Player, Cruise Control, Power windows and locks, tinted windows, new brakes and tires
 - \$ Excellent condition
 - \$ 555-9084
5. The heading SUV For Sale is to be in Word Art.
6. You must use at least two different fonts, but no more than four.
7. Italicize at least one line of the text.
8. Underline at least one line of the text.
9. Use one clip art image.
10. Use one image from the internet. (Note: the images are to make the poster more interesting - they should not be the main focus of the poster.)
11. Add a page border.
12. Spell check and proof read.
13. Print preview and save.